



NOTICE OF PUBLIC MEETING PLANNING COMMISSION

Planning Commission
September 12, 2024 @ 5:30 PM

2603 Santa Clara Drive
Santa Clara, Utah 84765

Phone: (435) 673-6712
Email: contact@sccity.org

Public Notice is hereby given that the Planning Commission of the City of Santa Clara, Washington County, Utah, will hold a Planning Commission Meeting in the City Council Chambers, 2603 Santa Clara Drive, Santa Clara, Utah, on Thursday, September 12, 2024, commencing at 5:30 PM. The meeting will be broadcasted on our City website at <https://santaclarautah.gov>.

The agenda for the meeting is as follows:

1. Call to Order

2. Opening Ceremony

A. Pledge of Allegiance: Kristen Walton

3. Conflicts and Disclosures

4. Working Agenda

A. Public Hearing

1. Consider a proposed Property Rezoning for 2627 Vineyard Drive (Parcel #SC-88-A, described as 0.83 acres). The applicant, Tyler Miller, proposes to Rezone the property from the RA Single-Family Residential Zone to the R-1-10 Single-Family Zone to allow for a 2-Lot subdivision. The existing home would remain on the property with a proposed home to be built behind it.

5. General Business

A. Recommendation to City Council

1. Recommendation to the City Council for a proposed Property Rezoning for 2627 Vineyard Drive (Parcel #SC-88-A, described as 0.83 acres). The applicant, Tyler Miller, proposes to Rezone the property from the RA Single-Family Residential Zone to the R-1-10 Single-Family Zone to allow for a 2-Lot subdivision. The existing home would remain on the property with a proposed home to be built behind it.

6. Discussion Items

A. None

7. Approval of Minutes

A. Request Approval of Regular Meeting minutes: August 22, 2024

8. Adjournment

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City at least 24 hours in advance of the meeting by calling (435) 673-6712.

Posted this 5th day of September 2024.

Jim McNulty, Planning Manager



City of Santa Clara
2603 Santa Clara Drive
(435) 656-4690, Ext. 225
jmcnulty@sccity.org

| |
|--------------|
| Staff Report |
|--------------|

Property Rezoning Summary and Recommendation

Public Body: Santa Clara Planning Commission
Meeting Date: September 12, 2024
Current Zone: RA Single-Family Zone
Proposed Zone: R-1-10 Single-Family Zone
General Plan Designation: Low Density Residential, LDR
Property Location: 2627 Vineyard Drive (Parcels #SC-88-A)
Property Size: 0.83 Acres
Request: Property Rezoning
Applicant Name: Tyler Miller
Staff Planner: Jim McNulty
Meeting Type: Public Hearing

PROJECT DESCRIPTION

The applicant, **Tyler Miller**, is requesting to **Rezone** the property at 2627 Vineyard Drive (Parcel #SC-88-A). The subject property is 0.83 acres in size. The applicant is proposing a Rezoning from the RA Single-Family Zone (1/2-acre lot size) to the R-1-10 Single-Family Zone (1/4-acre lot size) for the subject property.

The applicant has submitted a Concept Plan (attached) that includes a 2-lot single-family subdivision design. This includes a 10,671 square foot lot for the existing home, with a proposed 26,172 square foot flag lot for a future home. The Concept Plan has been provided to give the Planning Commission an idea of what's intended to be developed on the property.

The proposed Rezoning to the R-1-10 Single-Family Zone would allow for homes on lots of 10,000 square feet and larger. The applicant intends to develop a single-family subdivision with 2-lots on 0.83 acres which equates to a density of 2.41 units/acre.

NEIGHBORHOOD RESPONSE

Notices were sent to the property owners within 300' of the subject property. The subject property was also posted as per State Code. No responses have been received by City staff as of the writing of this report.

GENERAL PLAN CONSIDERATION

The Santa Clara City General Plan Map includes a Low Density Residential, LDR land use designation for the subject property. The description for LDR (**Section 3.4, Land Uses**) states the following:

“A suburban type of density allowing primary for Single-Family homes, with a density range of 2 – 4 dwelling units per acre”.

The proposed Rezoning application, if approved, would allow for single-family homes on lots of 10,000 square feet or greater. This proposed use of property is encouraged by the General Plan.

REZONING CONSIDERATION

Chapter 17.18.090 of city code provides standards of review for the city. In consideration of any zoning map amendment (rezoning), the land use authority shall consider the following matters, and the City Council shall give reasonable consideration to the following:

- a. Is the proposed use suitable in view of the zoning and development of adjacent and nearby property.
Yes.
- b. Will the proposed use adversely affect the existing use or suitability of adjacent or nearby property.
No.
- c. Are there substantial reasons why the property cannot or should not be used as currently zoned.
Yes.
- d. Will the proposed use cause an excessive or burdensome use of public facilities or services, including, but not limited to streets, schools, water or sewer utilities, and police or fire protection.
No.
- e. Is the proposed use compatible with the purpose and intent of the General Plan.
Yes.
- f. Will the use be consistent with the purpose and intent of the proposed zoning district.
Yes.
- g. Is the proposed use supported by new or changing conditions not anticipated by the General Plan.
No.
- h. Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to the unrestricted use of property.
Yes.

REZONING APPLICATION

City staff and legal counsel have discussed the proposed Rezoning application. We believe that the proposed Rezoning is in harmony with the existing single-family neighborhood. There are several homes on the north side of Vineyard Drive in the immediate vicinity in the R-1-10 Single-Family Zone. There are other large lot properties along the south side of Vineyard Drive between Heights Drive and Old Farm Road that may allow for additional single-family homes to be built in the future. This would require property rezoning and subdivision review and approval for each situation.

STATE CODE CONSIDERATIONS

Utah Code, Section 10-9a-205 includes requirements for a Rezoning of property (zoning map amendment). To consider a rezoning, a city must hold at least one public hearing. Additionally, a public hearing to consider the item requires 10 days' notice rather than 24 hours' notice. A notice must also be sent to all property owners within 300' of the subject property, with a notice in a visible location, with a sign of sufficient size and durability. The city is also required to post on the State Public Notice website. City staff has determined that all State Code requirements have been met with this application.

CITY STAFF RECOMMENDATION

City staff recommends that the Planning Commission review the submitted Rezoning application to determine if the application is complete. If the application is determined to be complete, City staff would recommend that the Planning Commission forward a recommendation to the City Council for their review and consideration of the application subject to the following conditions:

1. That the Rezoning complies with Chapter 17.18.090 items below:
 - a. The proposed use is suitable in view of the zoning and development of adjacent and nearby property;
 - b. The proposed use will not adversely affect the existing use or suitability of adjacent or nearby property;
 - c. There are substantial reasons why the property cannot or should not be used as currently zoned;
 - d. The proposed use will not cause an excessive or burdensome use of public facilities or services, including, but not limited to streets, schools, water or sewer utilities, and police or fire protection;
 - e. The proposed use is compatible with the purpose and intent of the General Plan;
 - f. The proposed use is consistent with the purpose and intent of the proposed zoning district.
 - g. The proposed use is not supported by new or changing conditions anticipated by the General Plan;
 - h. The proposed use does reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to the unrestricted use of property.
2. That the applicant be required to go through the Subdivision Review process (preliminary & final plat).

With the following findings:

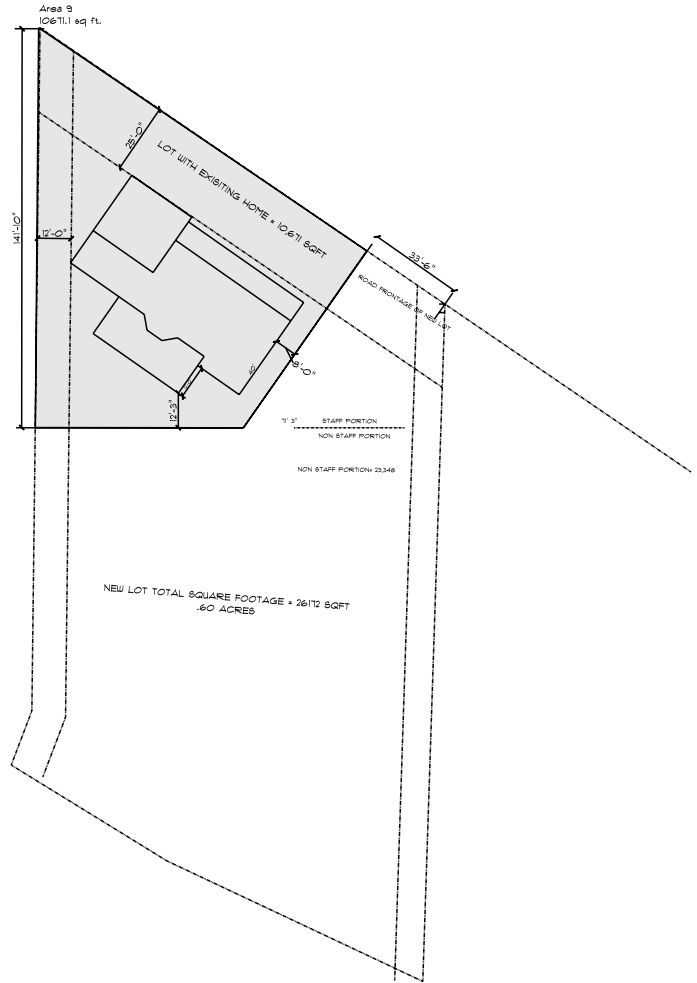
1. That the Rezoning is complaint with the Santa Clara City General Plan, Section 3.4.1, Residential Land Uses (Low Density Residential, LDR, 2 - 4 dwelling units per acre).
2. That the R-1-10 Single-Family Zone allows for homes on lots of 10,000 square feet or larger.
3. That properties in the immediate vicinity along the north side of Vineyard Drive are zoned R-1-10 Single-Family.

WINDOW NOTES

THIS WINDOW IS SHOWN INTENTIONALLY TO HAVE (1) 2X STUD ATTACHED TO THE ADJACENT WALL. IT IS FOR TYPICAL WINDOW ATTACHMENT ONLY. THE 1 1/2" IS INTENDED TO BE COVERED BY THE FINAL STUCCO ASSEMBLY AND HIDDEN FROM VIEW. IF ACTUAL WINDOW SIZE IS DIFFERENT THAN NOTED, ADJUST ADJACENT FRAMING ACCORDINGLY. NO VERTICAL STUCCO IS TO BE INSTALLED BETWEEN THE WINDOW AND ADJACENT WALL. PLEASE CONSULT ARCHITECT WITH ANY QUESTIONS OR DISCREPANCIES. SEE WINDOW SCHEDULE AND CORRESPONDING DETAILS FOR FURTHER INFORMATION.

THIS WINDOW IS SHOWN INTENTIONALLY TO HAVE (1 OR MORE) 2X STUD(S) ATTACHED TO THE ADJACENT WALL. IT IS FOR TYPICAL WINDOW ATTACHMENT ONLY. THE 1 1/2" (OR MORE) IS INTENDED TO BE COVERED BY THE FINAL STONE ASSEMBLY AND HIDDEN FROM VIEW. IF ACTUAL WINDOW SIZE IS DIFFERENT THAN NOTED, OR FINAL STONE THICKNESS VARIES, ADJUST THE ADJACENT FRAMING ACCORDINGLY. NO VERTICAL STUCCO IS TO BE INSTALLED BETWEEN THE WINDOW AND ADJACENT WALL OF STONE. PLEASE CONSULT ARCHITECT WITH ANY QUESTIONS OR DISCREPANCIES. SEE WINDOW SCHEDULE AND CORRESPONDING DETAILS FOR FURTHER INFORMATION.

THIS WINDOW IS SHOWN ATTACHED DIRECTLY TO A STRUCTURAL COLUMN. WRAP THIS AREA WITH BREAK METAL TO MATCH WINDOW CLADDING MATERIAL. NO VERTICAL STUCCO IS TO BE INSTALLED AT THIS LOCATION.



| | |
|---------------------|------------|
| DATE | 08/07/2024 |
| JOB NO.: | 14493-24 |
| DRAWN BY: | C.D.A. |
| SCALE: | 1"=60' |
| DWG. SURVEY EXHIBIT | |
| REVISIONS | |
| DATE | |

SANTA CLARA CITY
PARCEL NO. SC-99-A-1

VINEYARD DRIVE
(A PUBLIC STREET)

P.O.B.

MERRILEY HAFEN
PARCEL NO. SC-89-A

S 54°24'17" E 174.36'

N 1°57'13" E 265.05'

SUBJECT
PARCEL
PARCEL NO. SC-88-A

KENT HARMAN
PARCEL NO.
SC-CWCS-1-2-1

S 3°08'43" W 235.70'

KENT HARMAN
PARCEL NO.
SC-CWCS-1-2-1

73.02'
N 58°42'48" W
82.80'
N 65°44'29" W

COTTONWOOD CREEK
PHASE 1



352 EAST RIVERBROOK
DRIVE, SUITE A-2
ST. GEORGE, UTAH
84790
435.673.9586
WWW.RACIVIL.COM

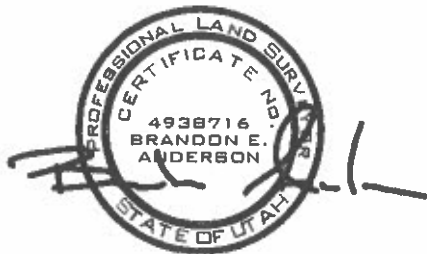
EXHIBIT MAP

SHEET
1
OF 1 SHEETS

Exhibit "A"

SC-88-A

Beginning at a point on the South line of Vineyard Drive, said point being N 00°37'10" W along the Section Line 1417.51 feet and West 989.31 feet from the Southeast corner of Section 16, Township 42 South, Range 16 West, SLB & M and running, thence S 00°41'00" W 265.05 feet to the Northerly edge of a concrete block wall; thence S 59°59'01" E along said wall 73.02 feet; thence S 67°00'42" E along said wall 82.80 feet; thence departing said wall N 01°52'30" E 235.70 feet to the south line of Vineyard Drive; thence N 55°40'30" W along said line 174.36 feet to the point of beginning and contains 0.833 acres more or less.



August 7, 2024



Santa Clara City
 2603 Santa Clara Drive
 Santa Clara City, Utah 84765
 Office: 435-656-4690 / Fax 435-879-5298
 www.sccity.org

APPLICATION TO AMEND ZONING MAP

Filing Fee: Refer to City's Development Fee Schedule
Note: Submittal of incomplete application could delay processing.

Applicant(s) /Property Owner(s) Information

Name of Applicant(s) / Contact Person(s):

Name: Tyler Miller
 Address: 1482 Colbey Loop
 City: Santa Clara
 State: UT Zip: 84765
 Contact Number: 435-632-7318

Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Contact Number: _____

Attach additional sheet if more than two applicants.

Name of Property Owner(s):

Name: Tyler Miller
 Address: 1482 Colbey Loop
 City: Santa Clara
 State: UT Zip: 84765
 Contact Number: 435-632-7318

Name: Chanelle Miller
 Address: 1482 Colbey Loop
 City: Santa Clara
 State: UT Zip: 84765
 Contact Number: 435-773-1957

Attach additional sheet if more than two property owners.

Property Description

Attach legal description

Address/Location of Property (Attach legal description): 2627 Vineyard Drive

Major Street(s): Vineyard Drive

Section(s): _____ Township(s): _____ Range: _____

Parcel Size (acres): .833 Acres

Present Zoning Classification(s): RA (Res. Agriculture) Proposed Zoning Classification(s): R 1-10

Present Land Use: Residential

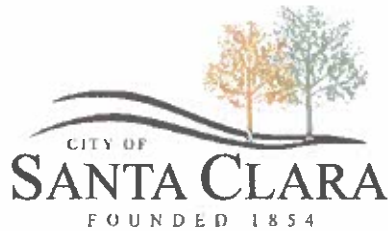
Is the zone change in harmony with the present City Master Plan/Future Land Use Map? Yes No

If no, what does the City Master Plan/Future Land Use Map propose for the subject property? _____

(If the application is not in harmony with the City Master Plan/Future Land Use Map, an amendment will be considered in connection with the zone change requested).

Are there deed restrictions against the property that might affect the requested zone change? Yes _____ No

(A copy of deed restrictions, if any, may be submitted in support of the application and shall be submitted if contrary to the requested zone change).



Zoning Questions

To the best of your ability, please answer the following questions regarding the application:

- 1) What is the purpose for requesting a zoning map change? We are hoping to take the current parcel and divide it into two parcels. The current house would sit on roughly .25 acres and the new parcel created would be roughly .6 acres. The rezoning would allow both parcels to be conforming lots.
- 2) If the proposed zoning map change is an extension of an existing adjacent zoning district, provide an explanation why the proposed extension should be made: There is R-1-10 zoning on the north side of Vineyard Drive. They do not touch this parcel directly because of City Hall. There are also multiple non-conforming lots on the south side of vineyard drive that would fit better in an R-1-10 zoning.
- 3) If the requested change is not designed to extend an adjacent zoning district, explain why this property should be placed in a different zoning district than all adjoining property? In other words, how does this property differ from adjoining property and why should it be subject to different restrictions? _____

- 4) Explain how the requested zoning map amendment comply with the provisions of the respective zoning classification requirements, such as the area, width and yard regulations of the classification? The lot thta the exisiting house is will sit on will be more than 10,000 square feet with more than 80' of frontage. The new lot created would be well above 10,000 square feet as well and would have more than enough frontage to be considered a flag lot. All other provisions and requirements would be met for both parcels created.

Application Submittal Requirements

- 1) Submit one (1) original copy of a completed application for staff/Technical Review Committee review. An additional eleven (11) copies will need to be submitted, which have incorporated staff recommended changes, for Planning Commission review.
- 2) Legal Metes & Bounds Description of Property: Exact legal description prepared and stamped by licensed surveyor and a survey map or property ownership plat. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested.
- 3) Additional sheets, if necessary, with multiple owners and/or applicants information.
- 4) Copy of deed restrictions, if necessary, see criteria under Property Description section of this application.
- 5) Fees: Refer to attached *Development Fee Schedule for Santa Clara City*. Fees are subject to change from time-to-time as approved by the Santa Clara City Council. Fees paid at submittal.
- 6) Some zoning classifications require additional items to be submitted along with this application for a zoning map amendment. Please refer to the table below for additional items required by the

classification being requested.

7) Development Agreement useless not required by staff.

| Classification | Additional Items Required to be Submitted |
|--------------------------------------|--|
| Open Space Zone (OS) | |
| Residential Agriculture Zone (RA) | |
| Single-Family Residential Zone (R-1) | |
| Commercial Zone | Site Plan if seeking approval at the same time the zoning map amendment is considered. The Site Plan must comply with the requirements outlined in Chapter 17.66 of the Santa Clara Municipal Code. |
| Planned Development Districts (PD) | Project Plan--See Chapter 17.68 of the Santa Clara Municipal Code for specific requirements. PD Project Checklist--provided by staff. Phase Plan if seeking phase plan approval at same time as the Project Plan approval--See Chapter 17.68 of the Santa Clara Municipal Code as well as the City's subdivision requirements found in Title 16 of the Santa Clara Municipal Code for specific requirements. |
| Historic District/Mixed Use Zone | Site Plan--See Chapter 17.74 of the Santa Clara Municipal code for specific requirements. |
| Historic District Overlay Zone | |

Application Submittal Deadlines**

| Classification | Submittal Deadline Requirements |
|--------------------------------------|--|
| Open Space Zone (OS) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Residential Agriculture Zone (RA) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Single-Family Residential Zone (R-1) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Commercial Zone | <u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Planned Development Districts (PD) | Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Historic District/Mixed Use Zone | Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. Requires review by Heritage & Parks Commission. |
| Historic District Overlay Zone | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Classification | Submittal Deadline Requirements for City Council |
| All | Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting. |

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews complete, and requested changes made to the application materials are complete.

**Conceptual reviews by staff and the Planning Commission are encouraged but not required; additionally, applicants/property owners are strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a deadline due to unforeseen issues.

Property Owner's Authorization

The undersigned below, or as attached, is the owner(s) of the property which is the subject of this application. The undersigned does duly authorize the applicant, named within this application, to act as applicant in the pursuit of a rezoning of the property.

Name of Property Owner: Tyler Miller

Contact Number: 435-632-7318

Name of Property Owner: Chanelle Miller

Contact Number: 435-773-1957

Address of Subject Property: 2627 Vineyard Drive

I swear that I am (the) (a) owner(s) of the property which is the subject matter of the application, as it is shown in the records of Washington County, Utah.

[Signature]
Signature of Property Owner

Date: 8/30/2024

[Signature]
Signature of Property Owner

Date: 8/30/2024

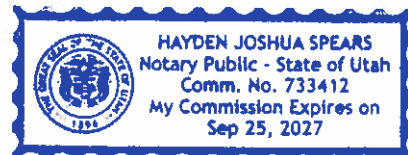
Personally appeared before me on 08/30/2024

Who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

[Signature]
Notary Public

Affix Seal Here

08/30/2024
Date



For comprehensive information on land use amendments and/or the planned development requirements/process, refer to appropriate City Codes and Statutes.

Office Use Only:

Date plan submitted: _____ Date plan accepted: _____



SANTA CLARA CITY SUBMITTAL DEADLINES

Development Submittal Deadlines

Effective as of November 15, 2006

| REZONINGS | |
|--------------------------------------|--|
| Classification | Submittal Deadline Requirements for Planning Commission |
| Open Space Zone (OS) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Residential Agriculture Zone (RA) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Single-Family Residential Zone (R-1) | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Commercial Zone | <u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Planned Development Districts (PD) | Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Historic District/Mixed Use Zone | Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Historic District Overlay Zone | Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Classification | Submittal Deadline Requirements for City Council |
| All | Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting. |

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

| SUBDIVISIONS | |
|-----------------------------------|--|
| TRC & Planning Commission Reviews | |
| Preliminary Subdivision | Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. |
| Final Subdivision | Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting. |
| City Council Reviews | |
| Preliminary Subdivision | Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting. |
| Final Subdivision | Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting. |

| Misc. Planning & Zoning Approvals | |
|--|---|
| PD Master Plan Amendment | Same as Planned Development approval |
| Site Plan Reviews | Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting. |
| Conditional Use Permits and Home Occupations | Week & a half (1 1/2) weeks prior to the Technical Review Committee Meeting |

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City’s web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:00 a.m.

Planning & Zoning Meetings – 2rd Thursday of each month at 5:30 p.m.

City Council Meetings—2nd & 4th Wednesday of each month at 5:00 p.m.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, August 22, 2024**

Present: Logan Blake, Chair
Shelly Harris
Koni Hunter
Kristen Walton (via Zoom)
Curtis Whitehead

Staff: Jim McNulty, Planning and Economic Development Manager
Selena Nez, Deputy City Recorder
Cody Mitchell, Building Official

Absent: Mark Weston

Other: Daniel Thurgood, Verizon
Troy Benson, Verizon (via Zoom)

1. Call to Order.

Chair Logan Blake called the meeting to order at 5:30 PM.

2. Opening Ceremony.

A. Pledge of Allegiance: Curtis Whitehead.

3. Conflicts and Disclosures.

i. None

4. Working Agenda.

A. Public Hearing.

i. None.

5. **General Business.**

A. **Planning Commission Approval.**

- i. **Temporary Use Approval for a Temporary Facility with a Monopole, Equipment Cabinets, Diesel Generator, and Security Fencing in the Black Desert Resort. The Property is located off Red Mountain Drive, East of the Temporary Nursery and Adjacent to the Golf Course. Troy Benson, Representing Verizon Wireless, Applicant.**

Planning and Economic Development Manager, Jim McNulty presented the Staff Report and stated that the applicant, Troy Benson, representing Verizon Wireless, is requesting Temporary Use Approval in the Black Desert Resort for a monopole up to 100 feet in height, with associated equipment such as equipment cabinets, diesel generator, and fencing. Mr. McNulty stated that the City recently approved a code amendment which includes Section 17.42.020(I) allowing for a temporary facility as follows:

“A temporary facility with a monopole up to one hundred feet (100’) in height, installed on a 2’ tall prefabricated structural steel frame foundation with concrete ballast blocks, equipment cabinets, and a diesel generator, or similar technology. In no case shall the above-mentioned facility and associated equipment be located within three hundred feet (300’) of a residential property that includes any dwelling unit(s). Also, such facilities must be approved as a Temporary Use under Chapter 17.24.100 to qualify for an exemption under this section of City Code.”

Mr. McNulty noted that approval of the Temporary Use would allow for cell service during the upcoming PGA tour event, taking place October 7, 2024, to October 13, 2024, and next spring’s LPGA event, taking place from approximately April 28, 2025, to May 4, 2025. Mr. Benson indicated that Verizon Wireless intends to build two permanent facilities in the area -- one in Santa Clara and one in Ivins City -- allowing for improved service.

Mr. McNulty reported that City staff recommends the Planning Commission approve the proposed Temporary Use allowing for a Temporary Facility with a 100-foot monopole and associated equipment, subject to five conditions.

Commissioner Whitehead asked about the radius of the proposed cellphone tower. Verizon representative, Daniel Thurgood, stated that the purpose of this site is to be a capacity site to handle all the traffic on the golf course during the tournament. He explained that due to its location, the radius should be southwest to Harmons, north to the resort, and hopefully to the homes across the street from the Parkway.

Chair Blake asked about the timeline, and whether Mr. Thurgood anticipated it would take the full 2.5 years. Mr. Thurgood did not think it would be that long. He stated that Verizon’s goal is to get the two permanent sites constructed. The site at City Park is scheduled for a 2025 buildout and should move relatively quickly because the majority of the infrastructure is already in place. The

other site would potentially be located at the resort as a rooftop installation. Mr. Thurgood noted that the temporary facility would be used all year long, not solely during the PGA events.

Mr. McNulty reported that the City would be working with Verizon to get the permanent sites installed. The City would like to see the temporary site down in 12 months. Mr. Thurgood confirmed that Verizon is in agreement with that timeline and is working toward building those permanent facilities.

Commissioner Whitehead moved that the Planning Commission APPROVE the temporary facility for the Verizon monopole tower on the Black Desert Resort, subject to the following:

Conditions:

- 1. That the Temporary Facility be installed on the property for no longer than 12 months, with up to three (3) extensions of up to six (6) months.**
- 2. That the Temporary Facility be installed at the location designated on the Site Plan.**
- 3. That the Temporary Facility include a 100' monopole, equipment cabinets, diesel generator and security fencing.**
- 4. That a building permit for the temporary structures be obtained by the applicant.**
- 5. That the Temporary Facility be removed from the site after the Temporary Use has expired.**

Commissioner Harris seconded the motion. The motion passed with the unanimous consent of the Commission.

6. Discussion Items.

A. Planned Development, PD Zone Process.

Mr. McNulty said that due to questions at the Planning Commission meeting two weeks earlier about the Planned Development process and the PD Zone process, he wanted to clarify the process based on the City's Development Code 17.68.030: Planned Development Process. He noted that Item A under 17.68.030 of City Development Code states the following:

“A. A request for a PDR, PDC, PDO, or PDI zoning designation must include the following:

- 1. All submittals required under Chapter 17.18 for a zoning amendment;**
- 2. A project plan that meets the requirements of subsection C below; and**
- 3. A detailed landscape plan that shows landscaped areas, any areas to be preserved in their natural state, and any common open space areas.”**

Mr. McNulty reported that item #1 means that the City must handle this similarly to a rezoning, or a zoning amendment, though with some differences. It becomes a specific plan for that site and runs with that property. Mr. McNulty provided examples of Austin Anderson doing the PDC zone amendment for the dialysis center, which is now under construction, and more recently the PDC zone amendment and site plan review for the man caves project. Going through the zone amendment process is required, and that requires a public hearing. The City must send out a public hearing notice to all property owners within 300 feet of any part of the property. That can always be expanded to notify property owners within, for example, 500 feet, if the project may cause controversy. The benefit is that neighbors are notified of a potential project so that they become aware of what is being proposed.

Mr. McNulty stated that there are parts of the Code that need to be updated. For instance, in the last year, the subdivision ordinance was updated, and the Code discusses the City Council allowing for exceptions. But the City Council does not actually review preliminary plats any longer so that language needs to be updated. Legal counsel would say that the subdivision ordinance trumps what it says in the planned development ordinance, but it should still be corrected to make it clear and consistent.

Mr. McNulty added that there is currently an RFP out for the General Plan, which has generated much interest, and several consultants will be submitting proposals prior to next week's deadline. The consultant will be chosen one to two weeks after that deadline. Mr. McNulty said that through the General Plan update process, it may be decided that some of the City's zoning ordinances need to be updated, or that some new zones are needed.

**

7. **Approval of Minutes.**

A. **Request Approval of the Regular Meeting Minutes – August 8, 2024.**

Commissioner Harris moved to APPROVE the minutes of the August 8, 2024, Santa Clara Planning Commission Regular Meeting, subject to the revisions listed below. Commissioner Hunter seconded the motion. The motion passed with the unanimous consent of the Commission. The revisions are as follows:

Page 4, third paragraph: “Commissioner Hunter stated that she drives by daily” should be corrected to say, “Commissioner Harris stated that she drives by daily.”

Page 6, first paragraph: “Parking” should be corrected to “parking access.”

Page 9 says “Commissioner Harris moved to APPROVE the Conditional Use Permit for Lot 2,” and it says Commissioner Harris also seconded that same motion. It should be corrected to say, “Commissioner Whitehead moved to APPROVE the Conditional Use Permit for Lot 2,” and Commissioner Harris seconded the motion.

8. Adjournment

The Planning Commission Meeting adjourned at 5:57 PM.

Jim McNulty
Planning Manager

Approved: _____

DRAFT